



DWD Issuance 06-2009

Issued: November 4, 2009
Effective: November 4, 2009

Subject: Career Assistance Program (CAP) Priority of Services Policy

1. Purpose: To provide CAP case managers a new policy regarding serving single and two-parent Temporary Assistance (TA) applicant and recipient households.
2. Background: Single-parent and two-parent household Temporary Assistance (TA) applicants and recipients are referred from the Family Support Division (FSD) to the Career Assistance Program (CAP) service providers for employment and training services. Single-parent households are included in the federal work participation rate and Missouri is required to have nearly 50% of those single-parent households in federally defined work activities for all of the required hours for the month. Since 90% of two-parent households are required to be in work activities for all of the required hours for the month, FSD has made the decision to pay two-parent families with state funding which takes them out of the federal work participation rate. This policy outlines serving single-parent TA recipient households first in order to maximize staff capacity and potentially increase the federal work participation rate.
3. Substance: Attached is the “Priority of Services” policy. Significant elements include:
 - Description
 - Priority Steps in Sending Information and Attempting Contact for TA Recipients
 - Examples of How to Use the Priority Steps for TA Recipients
4. Action: Effective November 4, 2009, Local Workforce Investment Boards and program operators must comply with this guidance when implementing and operating CAP. The new “Priority of Services” policy is effective upon receipt of this policy issuance and is located in the “Applicant and Recipient Policies” section of the CAP policy manual.

The entire CAP policy manual is located on WorkSmart at <http://worksmart.ded.mo.gov>, 'Services/Programs', 'CAP/TANF', and 'Policy Manual'.

WorkSmart Missouri
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CAP/TANF

Career Assistance Program (CAP) / Temporary Assistance for Needy Families (TANF)

Career Assistance Program (CAP) / Temporary Assistance for Needy Families (TANF)

The Workforce Development Self-Sufficiency programs provide employment and training services to food stamp recipients, Temporary Assistance for Needy Families (TANF) cash welfare recipients, and non-custodial parents, with the goal of gaining the ability to support themselves and their families without public assistance.

The Career Assistance Program (CAP) provides a wide range of services to cash welfare recipients such as subsidized employment, on-the-job training, and vocational educational and training in addition to soft skills classes and job search assistance.

CAP Calendar

Forms

Location Listings

Marketing Materials

Memos/Letters/Info Alerts

Plans

Policy Manual

References/Links

Success Stories

Toolbox 2.0

Training Materials

Under the 'Policy Manual', the policies are broken down under 'Policies for Applicants and Recipients', 'Policies for Applicants', and 'Policies for Recipients'. A 'Glossary' is also located at the end. Each policy also has a revision date next to it, if applicable.

Policy Manual					
File Type	File Size	Title	Short Description	File Number	Created
	17 KB	1. Policy Cover Page (Rev. 2/20/9) [Details]			03/10/2008
	12 KB	2. Policies for Applicants and Recipients (Rev. 2/20/9) [Details]			02/18/2009
	103 KB	2a. Case Notes (Rev. 02/20/09) [Details]			03/10/2008
	57KB	2b. Data Entry Policy (Rev. 2/17/9) [Details]			02/19/2009
	116 KB	2c. Data Reported to FSD (Rev. 06/18/09) [Details]			03/10/2008
	402 KB	2d. Domestic Violence (Rev. 05/14/09) [Details]			03/10/2008

5. Contact: Questions or comments regarding this issuance should be directed to Susan Petersen, Manager, Self Sufficiency Programs, at 573.526.8266 or susan.petersen@ded.mo.gov
6. Reference: Department of Social Services, Division 40, Chapter 2, 13 CSR 40-2.370
<http://www.sos.mo.gov/adrules/csr/current/13csr/13c40-2.pdf>
7. Rescissions: None
8. Attachments: #1 CAP Priority of Services Policy



Julie Gibson
Director